

## Request for Approved Absence

**\*This form must be submitted at least three (3) days in advance of the absence.\***

Students that are granted an approved absence will receive will be given the opportunity to make up the points missed as a result of the absence. Students with unapproved absences will not have an opportunity to make-up points. **Please note, the student is responsible for seeing Mrs. Carranza to discuss a make-up assignment within 3 days of the absence.**

**Student's Name:** \_\_\_\_\_

**Date(s) of Absence:** \_\_\_\_\_

**Reason for Absence:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian:** Please read the statements below and acknowledge your understanding by providing your signature where indicated.

**I confirm that my student is requesting an approved absence from a "Little Green Machine" performance for the reason described above. I understand that if the director learns, either prior to the absence or after the absence, that the student did not attend the performance for a reason other than the one stated above, the student will NOT have the opportunity for a make-up assignment and the absence will be documented as "unapproved."**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Director Use Only:**

Approved       Unapproved

Make-Up Assignment: \_\_\_\_\_

Completed Assignment?      Yes       No       Date Completed: \_\_\_\_\_